

Welcome to Wellesley College!

New Hire Orientation



Agenda

- Welcome and Introductions
- Benefits Overview
 - Medical, Dental and Vision
 - Flexible Spending Accounts
 - Disability and Life Insurance
 - Enrollment Process
 - Other Benefits and Programs
 - Retirement Program
 - Additional College Resources
- Work/Life Balance
- Campus Partners
- Policies
- General Settling-in



Medical, Dental and Vision

	Your Choices	Your Choices
Medical (Harvard Pilgrim Health Care)	<ul style="list-style-type: none"> • HMO • PPO Plus HSA 	<ul style="list-style-type: none"> • Individual • Family
Dental (Delta Dental of Mass.)	<ul style="list-style-type: none"> • PPO Plus Premier • Delta Care 	<ul style="list-style-type: none"> • Individual • Family
Vision (EyeMed)	Coverage/waive	<ul style="list-style-type: none"> • Employee • Employee+Spouse • Employee+Child(ren) • Family

You and the College share the cost of medical and dental coverage. You pay for vision. Your share is paid with pre-tax dollars so you save on taxes.



HPHC HMO

- Annual check-ups and vaccinations are paid at 100%
- You pay a copay for services up to an annual out-of-pocket maximum (\$2,500/individual or \$5,000/family)
- Typical copays are:
 - \$25 for an office visit
 - \$500 for an inpatient admission
 - \$250 for outpatient day surgery
 - \$5/\$20/\$30/\$50 for prescription drugs (plus mail order option)
- Once you meet the out-of-pocket maximum, eligible services are covered at 100%
- Limited out-of-network services are also available (e.g., for an out-of-area student)
- You must choose a PCP for each covered person



HPHC PPO Plus HSA

- Annual check-ups and vaccinations are paid at 100%
- You meet an annual deductible (\$1,500/individual or \$3,000/family) before the plan pays for other services; then:
 - In-network services are covered at 100%
 - Out-of-network services are covered at 80%
 - You pay a \$5/\$20/\$30/\$50 copay for prescription drugs (plus mail order option)
- Once you meet the out-of-pocket maximum (\$5,000/individual or \$10,000/family), the plan covers remaining eligible expenses at 100% for the rest of that year
- This plan comes with a Health Savings Account – to help you save pre-tax dollars that you can use for the deductible and any other eligible expenses you have



About the HSA

- The Health Savings Account is part of the PPO Plus HSA medical plan and includes a College contribution to your account
- You decide whether and how much to contribute on your own
 - IRS limits are currently \$3,350 for individual coverage and \$6,750 for family coverage
- Your contributions are pre-tax and carry over from year to year (no “use it or lose it” rule)
- You can use your account to pay for any qualified medical, dental and vision expenses, including deductibles and copays
- If you leave the College, your money is still yours
- You may invest your HSA money and benefit from earnings

Go to www.wellesley.edu/hr/benefits/medicalplans/hphc-ppo-plus-hsa for more about the HSA



Delta Dental PPO Plus Premier

- You pay a deductible (\$50/individual or \$100/family) before the plan begins to pay
- You choose an in-network or out-of-network provider
- Diagnostic and preventive services are covered at 100%
- Restorative services (e.g., fillings), oral surgery and endodontics (e.g., denture repair) are covered at 80%
- Prosthodontics (e.g., dentures) and crowns are covered at 50%
- There is a \$2,000/person maximum per year
- Orthodontics are covered at 50%, up to a separate lifetime maximum of \$2,500/covered person (up to age 19)
- This plan includes a rollover feature (if you have an annual exam and your total claims in a year don't exceed \$800, you may roll over \$600 to use the next year)



DeltaCare

- You choose a Primary Care Dentist (PCD) from a limited list of network providers
- Diagnostic and preventive services are covered at 100%
- Other dental services are covered based on a flat rate for the procedure
- If you go out-of-network, you will be reimbursed 20%; that is, you will pay 80% for the services you receive
- The maximum the plan will pay for specialty services is \$1,000/person/year
- There is no orthodontic benefit



EyeMed Vision

- You may elect vision coverage through EyeMed
- This plan gives you an allowance on exams, frames, lenses and contact lenses
- You pay the full cost of this coverage (on a pre-tax basis)



Flexible Spending Accounts (FSAs)

- **Health Care FSA**

(called Limited Purpose if you have medical under the PPO Plus HSA*)

- Allows you to pay for eligible health care expenses with pre-tax dollars
- May contribute up to the IRS limit: \$2,550/year

- **Dependent Care FSA**

- Allows you to pay for eligible dependent care expenses for child(ren) up to age 13 or elders with pre-tax dollars
- May contribute up to the IRS limit: \$5,000/year (\$2,500 if married and filing separately)

The annual amount(s) you elect to contribute are deducted from your paychecks in equal amounts for the rest of the year; you also save on federal, state and FICA taxes

*If you're participating in an HSA as well, your Limited Purpose FSA can only be used for eligible dental and vision expenses



Disability/Life Insurance

- **Long Term Disability**

- You are automatically enrolled in Long Term Disability if you are full-time (one-year wait required for union employees)

- **Life Insurance**

- **Basic:** Equal to one times pay, rounded to next higher \$1,000, \$450,000 maximum
- **Contributory:** May elect 1x, 2x, 3x or 4x pay (up to 2x pay without EOI when first hired, become married or have/adopt a child), \$900,000 maximum including Basic
- **Spouse:** May elect \$15,000 (no EOI) or 50% of Contributory Coverage (with EOI) – if you elect Contributory

The College pays the full cost of LTD and Basic Life; you pay for Contributory and Spouse on an after-tax basis



Next Steps

- Read the plan materials you receive
- Be sure you understand how the HSA works with the PPO Plus HSA plan
- Consider your family's benefit needs
 - Which family members you want to cover for medical, dental and/or vision
 - How much you want to contribute to the Flexible Spending Account(s)
 - Whether you want additional life insurance coverage for yourself and your spouse
- Collect documentation for any dependents you are covering
- Complete the enrollment process within 30 days of your hire date



Enrollment Process

- You must complete and return the Enrollment/Change Form (with your elections) within 30 days of hire
 - Attached to Welcome e-mail (or meet with HR)
- If covering dependents:
 - Provide dependent documentation (birth certificate, marriage certificate, adoption certification)
- If electing Harvard Pilgrim HMO
 - Elect Primary Care Physician (PCP) for each covered person
- You must also complete the Life Insurance Beneficiary Form



Healthy You Programs

- **HealthAdvocate:** Assists you with health questions, services and claims (www.healthadvocate.com)
- **Healthy You:** Offers many events throughout the year, including the annual Walking Challenge (www.wellesley.edu/hr/benefits/healthyyou)
- **ESI Wellness:** Offers on-campus wellness programs (e-mail ccox@wellesley.edu for info or to sign up)
- **meQuilibrium:** Can help with stress relief techniques (<https://www.mequilibrium.com/wellesley>)
- **HPHC Portal:** Gives you online access to health-related topics (<http://harvardpilgrim.cernerwellness.com>)



Work/Life Benefits

- **Employee Assistance Program (EAP):** Can assist you with personal, financial, referral and work/life balance issues (www.allonehealthcap.com)
Username: Wellesley and Password: Employee
- **Liberty Mutual:** Provides discounted auto/home insurance (<http://www.libertymutual.com>)
- **Pre-tax Transportation Benefit:** Allows you to pay for transit and parking with pre-tax dollars
- **Metro Credit Union:** Gives you credit union services (www.metrocu.org)
- **Care.com:** Helps you find babysitters, pet care, tutors and housekeepers (wellesley.care.com)

The College provides access to these programs; they are available upon hire



403(b) Retirement Plan

- Once eligible, College contributions are automatic:
 - **Core:** 9% of pay up to 1/2 the Social Security wage base plus 12% of pay above 1/2 the Social Security wage base
 - **Match:** 1/3 of your contribution (up to maximum of 1% of pay)
- Eligibility for College contributions (core and match):
 - **Current:** first of month coincident/following date of hire
 - **January 1, 2017:** first of month coincident/following 12 months of eligible service
- Opportunity to make voluntary pre-tax or Roth after-tax contributions as soon as hired, up to the IRS maximum

You must complete an Enrollment Form to make contributions



Other Retirement Resources

- **TIAA Individual Appointments:** meet with a TIAA representative (www.tiaa-cref.org/letstalk)
- **Certified Financial Planners:** make an appointment with an independent CFP (paid for by the College; call Human Resources to schedule)
- **Prosperous You Programs:** many events and resources for retirement planning (www.wellesley.edu/hr/benefits/prosperous-you)



Additional College Resources

- Child Care Resources
 - Child Study Center (CSC)
 - Lactation Rooms
 - Wellesley Child Care Center (WCCC)
- PERA Facilities and Services
- Wellesley Centers for Women (WCW)
- Botanical Gardens
- Nehoiden Golf Club
- David Museum – the Arts & Wellesley
- Campus Dining

